

R10 InfoPage

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Q&D - Office of Air, Waste & Toxics - Solid Waste & Toxics Unit - Records Disposition Schedules

RECORD SERIES	DISPOSITION	NARA #
<p>Link to the common</p> <p>Housekeeping Schedules</p> <p>not included in this table</p>	<p>Link to your full printable</p> <p>OAWT - SWATU</p> <p>File Plan Spreadsheet</p>	
<p>309 REVIEW & COMMENT FILES: Contains documents used in review and coordination of EPA comments on projects that may impact on the environment.</p> <p>Item a(1)(a): 309 review comment file - Nonelectronic Includes official Agency comments made pursuant to Section 309 of the Clean Air Act regarding environmental impact statements (EISs), regulations, legislation and other major federal actions, associate reviewer comments, a copy of materials reviewed, and other associated materials.</p> <p>Item a(1)(b): 309 review comment file - Electronic Includes official Agency comments made pursuant to Section 309 of the Clean Air Act regarding environmental impact statements (EISs), regulations, legislation and other major federal actions, associate reviewer comments, a copy of materials reviewed, and other associated materials.</p> <p>Item a(1)(c): 309 review comment file - Electronic copy of records transferred to the National Archives Includes official Agency comments made pursuant to Section 309 of the Clean Air Act regarding environmental impact statements (EISs), regulations, legislation and other major federal actions, associate reviewer comments, a copy of materials reviewed, and other associated materials.</p> <p>Item a(2): 309 review report Includes computer-generated data summarizing official 309 reviews, Federal Register notices, and other associated materials.</p> <p>Item a(3): Summarized comments</p> <p>Function: 108-025-08 135</p>	<p>Item a(1)(a):Permanent Close inactive records upon completion of project review after final comment issuance. Transfer to the National Archives 20 years after file closure.</p> <p>Item a(1)(b):Permanent Close inactive records upon completion of project review after final comment issuance. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(1)(c):Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item a(2):Disposable Close inactive records at end of reporting cycle. Destroy 15 years after file closure.</p> <p>Item a(3):Disposable Close file when comments are summarized. Destroy after file is closed.</p>	<p>N1-412-08-16</p> <p>Status: Final, 1/31/2011</p>
<p>BIBLIOGRAPHIC AND REFERENCE SYSTEMS:Includes a broad range of primarily PC-based systems used to provide ready, user friendly, access to frequently used information. Information may be drawn from other Agency databases, commercially available databases, Agency records, publicly available sources, or a combination of sources. Also includes metadata repositories.</p>	<p>Item c:Disposable Delete individual records 2 years after completion of action and when no longer needed.</p>	<p>N1-412-94-2/15</p> <p>Status: Final, 1/31/2014</p>

required by law, (b) necessary to administer a program, or (c) necessary to document program activity. If the information in the system is used for any of the activities a - c above, an information system (automated or manual) is maintained separately to satisfy those requirements. If the system is used as a finding aid to records, it is disposable under either an Agency approved schedule or NARA's General Records Schedules (GRS).

Item c: Electronic data

Function: 305-109 088

<p>COMPLIANCE FILES: Contains records used to determine compliance with pollution regulations and to recommend legal enforcement actions if necessary. Includes compliance schedules, inspections, reports, correspondence, inventories, sampling and analytical data, field notebooks, and related documents. Also includes notices of noncompliance, and compliance orders that do not result in enforcement actions.</p> <p>Item a: Record copy</p> <p>Function: 108-025-08 211</p>	<p>Item a: Disposable Close inactive records at end of year. Destroy 5 years after file closure.</p>	<p>N1-412-07-1/10</p> <p>Status: Final, 12/31/2007</p>
<p>CONTRACT MANAGEMENT RECORDS: <u>Contracts</u>. Includes all correspondence & related records pertaining to award, administration, receipt, inspection & payment of & all contracts to which EPA is a party & which are maintained & used by the Agency or Contracting Officer for contract documentation & for performance & financial monitoring & oversight activities.</p> <p>Item b: Project Officer (PO)</p> <p>Item c: Delivery Order Project Officer (DOPO) or Work Assignment Manager (WAM)</p> <p>Function: 405 202</p>	<p>Item b: Disposable Close inactive records upon filing of final invoice or completion or termination of the delivery order or work assignment. Destroy 6 years and 3 months after final payment for the overall contract.</p> <p>Item c: Disposable Close inactive records upon filing of final invoice or completion or termination of the delivery order or work assignment. Destroy 6 years and 3 months after final payment for the overall contract.</p>	<p>N1-412-06-6/5</p> <p>Status: Final 10/31/2008</p>
<p>LITIGATION INVOLVING EPA:<u>Case files</u>. Includes records documenting the nature, course, & outcome of defensive litigation involving EPA & related to EPA's environmental laws (e.g., CAA, CWA). Also includes defensive litigation involving matters outside of EPA's specific environmental regulatory statutes (e.g., FOIA, ESA, contracts, personnel, federal tort claims, etc.) as well as cases where the government brings suit on a matter outside of EPA's regulatory area (e.g., someone owes the Government money). The types of documents may include: court pleadings & orders, opinions, depositions, interrogatories, transcripts, affidavits, exhibits, documents related to discovery & evidence, & any other documents relied on to make the case.</p> <p>Item a: Record copy</p> <p>Function: 317-260 675</p>	<p>Item a: Disposable Close inactive records upon completion of case Destroy 10 years after file closure.</p>	<p>N1-412-07-53/4</p> <p>Status: Final, 02/29/2008</p>
<p>DIRECTIVES AND POLICY GUIDANCE DOCUMENTS ISSUED BY SPECIFIC PROGRAMS AND REGIONS: Includes all records that document EPA's major policy decisions and program operational procedures originated within each program and regional office providing the mandates for overall and specific program direction and action. Records</p>	<p>Item a(1):Permanent Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives in 5 year blocks, 20 years after file closure.</p> <p>Item a(2):Permanent</p>	<p>N1-412-06-7</p> <p>Status: Final, 12/31/2010</p>

<p>procedural materials, technical resource documents, regulatory interpretation and implementation documents, and mandates for action. These collections of materials may be in the form of a program directives system or a program compendium with finding aids and indexes.</p> <p>Item a(1): Published or released to the public and related background materials - Nonelectronic</p> <p>Item a(2): Published or released to the public and related background materials - Electronic</p> <p>Item a(3): Published or released to the public and related background materials - Electronic copy of records transferred to the National Archives</p> <p>Item b: Unpublished or not released to the public and related background materials</p> <p>Function: 306-112 007</p>	<p>years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3): Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item b: Disposable Close inactive records upon decision to not publish or issue.</p> <p>Destroy 10 years after file closure.</p>	<p>N1-412-07-2/9</p> <p>Status: Final, 12/31/2012</p>
<p>ENFORCEMENT ACTION FILES: Includes all cases referred to Office of Regional Counsel or other offices with enforcement authority, for action against a pollution source or discharger. Includes correspondence, meeting documentation, inspections, field notebooks, evaluations, documentation of administrative actions including notices of violation, notices of deficiency, information requests, warning letters, administrative compliance orders, documentation of civil and criminal actions, corrective action orders, attorney work products, case summaries, pleadings, state and local enforcement records, settlement documents including consent decrees, discovery requests, and notices of intent to sue.</p> <p>Excludes: Superfund site-specific and oil spill site-specific enforcement actions scheduled as EPA 025 and EPA 480, respectively.</p> <p>Item a: Administrative case files, whether a formal enforcement action is initiated or not</p> <p>Item b: Judicial case files where routine legal actions are required</p> <p>Item c(1): Landmark or precedent cases - Nonelectronic Includes cases as designated by the Regional Administrator's designee.</p> <p>Item c(2): Landmark or precedent cases - Electronic Includes cases as designated by the Regional Administrator's designee.</p> <p>Item c(3): Landmark or precedent cases - Electronic copy of records transferred to the National Archives Includes cases as designated by the Regional Administrator's designee.</p> <p>Function: 108-025-08 207</p>	<p>Item a: Disposable Close inactive records upon settlement or closing of case.</p> <p>Destroy 10 years after file closure.</p> <p>Item b: Disposable Close inactive records upon settlement or closing of case.</p> <p>Destroy 20 years after file closure.</p> <p>Item c(1): Permanent Close inactive records upon settlement or closing of case.</p> <p>Transfer to the National Archives in 5 year blocks 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.</p> <p>Item c(2): Permanent Close inactive records upon settlement or closing of case.</p> <p>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item c(3): Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p>	<p>N1-412-03-2</p> <p>Status: Final, 04/30/2008</p>
<p>FIFRA/TSCA TRACKING SYSTEM (FTTS): The FIFRA/TSCA Tracking System (FTTS) is a regional system used to track compliance activities such as inspections, case review, enforcement actions taken, samples collected, and pesticide grants and cooperative agreement information. The compliance monitoring and enforcement activities are tracked from the time an inspector conducts (or schedules) an inspection until the time the case is closed or the enforcement action is settled. The system provides for four categories of reports: (1)</p>	<p>Item c: Disposable Delete individual records 15 years after final action.</p>	

<p>reports. All 10 regions and headquarters use FTTS, but the FTTS regional databases work independently of one another. Regional FTTS data entry personnel send their data to headquarters every month to rebuild the National Compliance Data Base (NCDB). Excludes: The NCDB scheduled as EPA 420. Item c: Electronic data</p> <p>Function: 108-025-08 421</p>		
<p>FINAL DELIVERABLES AND REPORTS: Consists of final draft and final deliverables, products, and reports submitted by contractors and grantees to the Agency, or produced in-house by individuals, committees, or task forces. Also includes final reports resulting from special studies and surveys completed within the Agency.</p> <p>Item a(1): Environmental programs, except Superfund site-specific - Nonelectronic Item a(2): Environmental programs, except Superfund site-specific - Electronic Item a(3): Environmental programs, except Superfund site-specific - Electronic copy of records transferred to the National Archives Item b: Superfund site-specific Item c: Non-environmental programs</p> <p>Function: 305-109-01 258</p>	<p>Item a(1):Permanent Close inactive records upon completion of project. Transfer to the National Archives 20 years after file closure.</p> <p>Item a(2):Permanent Close inactive records upon completion of project. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3):Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item b:Disposable Close inactive records upon completion of project. Destroy 30 years after file closure.</p> <p>Item c:Disposable Close inactive records upon completion of project. Destroy 7 years after file closure.</p>	<p>N1-412-06-27</p> <p>Status: Final, 2/28/2011</p>
<p>GRANTS & OTHER PROGRAM SUPPORT AGREEMENTS: Includes records that document all types of agreements with other federal, state, or local government agencies, universities, non-profit organizations, Tribes, and other institutions to which EPA is a party, and that support EPA's environmental programs (other than Superfund site-specific, and waste water construction and state revolving fund grants). Specific types of agreements include assistance agreements, grants, cooperative agreements, interagency agreements, agreements for "guest" workers, and other types of program support agreements administered by headquarters or EPA regions and that provide for research, demonstration projects, training, fellowships, investigation, surveys, studies, or other types of program support activities.</p> <p>Also includes supporting documentation. Specific types of records include, but are not limited to, documentation of significant actions and decisions relating to and supporting the award of agreements, documentation of actions and</p>	<p>Item a:Disposable Close inactive records immediately after closeout of the agreement. Destroy 10 years after file closure.</p>	<p>N1-412-07-34</p> <p>Status: Final, 7/31/2010</p>

and justifications for the non-competitive award of agreements, cost estimates, scopes of work, correspondence, applications, pre-award reviews, funding decisions, award documentation, documentation relating to the evaluation of proposals and applications, conflict of interest documentation, transmittal correspondence, agreements, agreement oversight activities, non-compliance documentation, dispute documentation, audit records, closeout documentation for completed agreements; and reports and evaluations resulting from agreements.

Excludes: Final products and deliverables (EPA 258), Superfund site-specific grants and agreements (EPA 001), and waste water construction and state revolving fund grants (EPA 232).

Item a: Record copy

Function: 205 **003**

INPUT AND SOURCE RECORDS - NONELECTRONIC:

This item covers input and source records used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule.

Item a(1): Hard copy documents that NARA has specifically designated as permanent records that must be transferred to NARA in hard copy format, even if records have been copied/converted to an electronic format. Includes such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.).

Item a(2): Hard copy records previously approved as permanent that are converted to electronic records where the electronic records do not meet NARA's transfer standards for permanent electronic records in effect at the time of conversion.

Includes such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.).

Item a(3): Hard copy documents that contain information that is not or cannot be captured in the electronic version of the records (e.g., certain handwritten annotations).

Includes such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.).

Item a(4): Hard copy documents other than those covered by items a(1) - a(3) above.

Item b: Electronic records entered into the system during an update process, and not required for audit and legal purposes. Excludes electronic records as noted in item c.

Item c: Electronic records received from another agency and used as input/source records by the receiving agency.

Excludes records produced by another agency under the terms of an interagency agreement, or

Item a(1):Permanent

Transfer to NARA in accordance with previously approved schedule.

Item a(2):Permanent

Transfer to NARA in accordance with previously approved schedule.

Item a(3):Varies

Apply previously approved schedule.

Item a(4):Disposable

Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, or 60 days after NARA has been provided the notification required by 36 CFR 1228.31(b)(1)(i), whichever is later.

Item b:Disposable

Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.

Item c:Disposable

Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later.

Item d:Disposable

Delete after the necessary data have been incorporated into a master file.

GRS 20/2

Status: Final,
04/30/2008

<p>Item d: Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database</p>		
<p>Function: 404-142-01 171</p>		
<p>PERSONNEL CORRESPONDENCE FILES RELATED TO GENERAL ADMINISTRATION: Consists of correspondence, reports, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in the records schedules and records maintained at agency staff planning levels.</p> <p>Item a: Record copy</p>	<p>Item a: Disposable Destroy when 3 years old.</p>	<p>GRS 1/3 Status: Final, 03/31/2014</p>
<p>Function: 403 568</p>		
<p>PROGRAM MANAGEMENT FILES: Includes records which relate to the on-going management of programs and routine projects within programs. Types of files include both mission and operational programs and may be maintained by one or more organizational units. Specific types of records include correspondence; memoranda; staff meeting records such as agendas, background papers, attendance lists, and meeting minutes or summaries; routine office procedures; and reports relating to general policy and program matters, oversight reviews, interagency activity, research and other similar materials. Also includes project control files showing assignments, progress, and completion of projects. Excludes: General administrative and routine housekeeping records (EPA 110) and organization and program development records (EPA 145).</p> <p>Item b: Other than senior officials</p>	<p>Item b: Disposable Close inactive records at end of calendar year. Destroy 5 years after file closure.</p>	<p>N1-412-06-6/2 Status: Final, 12/31/2009</p>
<p>Function: 301-093 006</p>		
<p>PUBLICATIONS & PROMOTIONAL ITEMS: Files consist of general and technical literature and promotional items along with finding aids and indices used to access collections of publications. General and technical literature includes any manuals, handbooks, brochures, newsletters, or pamphlets developed for use by Agency staff or for distribution to regions, states, other government agencies, the regulated community, and the public. Promotional items include brochures, pamphlets, posters, comic books, buttons, and bumper stickers. Also includes official portraits of senior Agency officials.</p> <p>Item a(1): Items depicting EPA's environmental mission activities - Nonelectronic</p> <p>Item a(2): Items depicting EPA's environmental mission activities - Electronic</p> <p>Item a(3): Items depicting EPA's environmental mission activities - Electronic copy of records transferred to the National Archives</p> <p>Item b: Routine publications or promotional items</p>	<p>Item a(1):Permanent Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Transfer to the National Archives 20 years after file closure.</p> <p>Item a(2):Permanent Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3):Disposable</p>	<p>N1-412-06-9 Status: Final, 4/30/2012</p>

<p>Function: 305-109-02-04 250</p>	<p>Item b: Disposable Close inactive records after publication or when document becomes obsolete, is superseded, or no longer needed to support program activities.</p> <p>Destroy 5 years after file closure.</p>	
	<p>Item c: Disposable Close inactive records after publication or when document becomes obsolete, is superseded, or no longer needed to support program activities.</p> <p>Destroy 2 years after file closure.</p>	
<p>SAMPLING AND ANALYTICAL DATA FILES: Records relate to chemical analysis services performed to support the Agency's environmental programs. Includes analysis conducted through the Contract Laboratory Program (CLP), including sample results in the form of current files, purge files, and Sample Management Office (SMO) files. Regional lab records include in-house sampling. Supporting documentation includes document inventory form, data summaries, field sheets, chain of custody, data reports, analyst log books, sample logbooks, data sheets, correspondence, quality assurance and data validation files, quality control summaries, QC data logs and worksheets. Specific types of data packages will include Organic Routine Analytical Services (RAS), Inorganic RAS, Dioxin RAS, High Concentration (HC) and Special Analytical Services (SAS).</p> <p>Excludes: Superfund site-specific sampling and analytical data files scheduled as EPA 018.</p> <p>Item a: Record copy</p>	<p>Item a: Disposable Close inactive records upon completion of sampling activity.</p> <p>Destroy 10 years after file closure.</p>	<p>N1-412-07-22/1</p> <p>Status: Final, 6/30/2009</p>
<p>Function: 108-025 223</p>		
<p>STATE AND OTHER ENTITY RELATIONS AND OVERSIGHT FILES: Contains records used to oversee programs operated in lieu of a federal program by states and other entities. Includes reports, inspections, inventories, correspondence, program reviews, and corrective actions.</p> <p>Item a: Record copy</p>	<p>Item a: Disposable Close inactive records at end of year.</p> <p>Destroy 10 years after file closure.</p>	<p>N1-412-07-1/9</p> <p>Status: Final, 03/30/2007</p>
<p>Function: 301-093 203</p>		
<p>STATE AND OTHER ENTITY PROGRAM AUTHORIZATION AND APPROVAL FILES: Contains records that document the process for authorizing operation of a program by states and other entities in lieu of a federal program. Types of records include the application with background and supporting documentation, correspondence, copies of statutes and regulations, interim authorizations, and documentation of public</p>	<p>Item a(1): Permanent Close inactive records at end of year or after new authorization is signed.</p> <p>Transfer to the National Archives in 5 year blocks 20 years after file closure.</p> <p>Item a(2): Permanent</p>	<p>N1-412-07-2/8</p> <p>Status: Final, 01/31/2011</p>

<p>program, development of enforcement and environmental standards, as well as authorization withdrawals as it applies to the initial program authorization and subsequent revisions</p> <p>Item a(1): Record copy - Nonelectronic Item a(2): Record copy - Electronic Item a(3): Electronic copy of records transferred to the National Archives</p> <p>Function: 304-104-03 204</p>	<p>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3):Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p>	
<p>TRI Processing System (TRIPS):The TRI Processing System (TRIPS) was established under the Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA) and expanded by the Pollution Prevention Act of 1990. The inventory contains information on toxic chemical releases and other waste management activities reported annually by certain covered industry groups as well as federal facilities. Data include chemical identity, amount of on-site users, releases and off-site transfers, including publicly-owned treatment works (POTWs), on-site treatment, and minimization/prevention actions. Also contains data collected via EPA Form 9350-1, Toxic Chemical Release Inventory Reporting Form, trade secret claims made by submitters, and submissions received in both paper and electronic format. Output and reports are used by citizens and community organizations, national organizations, businesses, and educational institutions, as well as EPA. EPA uses the data for a wide variety of activities, including targeting environmental problems, compliance and enforcement, and risk assessment.</p> <p>Function: 108-025-06-02 153</p>	<p>Item a:Disposable Close after information is entered into the electronic system and verified.</p> <p>Delete when 5 years old.</p> <p>Item b: Disposable Close after information is entered into the electronic system and verified.</p> <p>Destroy after file closure.</p>	<p>N1-412-10-1 (Items a, c, d and f) GRS 20/2a(4) (Item b)</p> <p>Status: Final, 01/31/2013</p>
<p>Toxic Substances Files:Contains documents relating to the manufacture, processing, importing, or distribution of substances for commercial purposes and/or disposal covered by the Toxic Substances Control Act (TSCA), as amended. Includes copies of release inventory reports, investigation forms, notification forms, data summaries and reports, certifications, correspondence, and related documents.</p> <p>Item a: Record copy</p> <p>Function: 108-025-06-02 227</p>	<p>Item a:Disposable Close inactive records at end of year.</p> <p>Destroy 10 years after file closure.</p>	<p>N1-412-07-32</p> <p>Status: Final, 6/30/2011</p>
<p>TRAINING MATERIAL: Contains records used by Agency personnel in planning, preparing, writing, arranging, and conducting training programs for EPA and non-EPA employees, including state and other federal agency personnel. Records consist of working files generated during training development phase, training workgroup meeting notes, correspondence, training participation surveys and rosters, instructional materials, manuals, and other training aids.</p>	<p>Item a: Disposable Close inactive records after course or material is superseded.</p> <p>Destroy 5 years after file closure.</p> <p>Item c(1):Permanent Close inactive records after course or material is superseded.</p>	<p>N1-412-06-11</p> <p>Status: Final, 04/30/2012</p>

Item a: Routine training materials. Includes training course plans and materials used for personnel and management training unrelated to the environmental missions of the Agency.

Item c(1): Mission-related training materials - Nonelectronic. Includes training course plans and materials used for training in functions or activities related to the environmental goals of the Agency and its programs.

Item c(2): Mission-related training materials - Electronic. Includes training course plans and materials used for training in functions or activities related to the environmental goals of the Agency and its programs.

Item c(3): Mission-related training materials - Electronic copy of records transferred to the National Archives. Includes training course plans and materials used for training in functions or activities related to the environmental goals of the Agency and its programs.

Function: 305-109-02-04 **200**

Item c(2): Permanent

Close inactive records after course or material is superseded.

Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.

Item c(3): Disposable

Close file upon transfer to the National Archives.

Delete after electronic record copy is successfully transferred to the National Archives.

Unsuccessful Grant Application Files:

Includes but is not limited to applications, proposals, correspondence, and other records and documentation related to unsuccessful (e.g., rejected, withdrawn, not selected for award under a competition) applications for grants and unsolicited proposals for grants that are not accepted for award. This includes documentation relating to the evaluation of the unsuccessful application or unsolicited proposal for award.

Item a: Record copy

Function: 205 **274**

Item a: Disposable

Close inactive records after rejection or withdrawal.

Destroy 3 years after file closure.

General Records
Schedule 3/13

Status: Final,
02/14/2007

EPA NON-RECORDS: Consists of nonrecord copies. Nonrecord materials are those Agency-owned informational materials that do not meet the statutory definition of records in 44 U.S.C. Section 3301 or that have been excluded from coverage by that definition. Examples of Non-Records: Technical Reference Materials, News Clippings, Convenience Copies, Stocks of Forms, Publications, and Processed Documents, Materials Not Appropriate for Preservation, Library or Museum Materials, Working Papers and Drafts.

Function: 0 **008**

Item a: Disposable

Close when obsolete, superseded or no longer needed for reference.

Destroy immediately after file closure.

**NOT
APPLICABLE**

Status: Final,
02/12/2007

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